Our Lady of the Lake

**Parent/Student Handbook**

2025 – 2026



26 Lakeside Avenue

Verona, NJ 07044

(973)239-5696

myoll.org

# Letter from the Principal

Dear Parents and Guardians,

Welcome to another exciting school year at Our Lady of the Lake School! It is my honor and privilege to serve as the principal of this vibrant community, where faith, learning, and character-building come together to nurture and inspire every child.

This Parent Handbook is designed to serve as a guide to the policies, procedures, and values that shape our school. Within these pages, you will find important information about our expectations, schedules, and programs, as well as the shared commitments that make Our Lady of the Lake School a unique and thriving environment.

At the heart of our mission is the belief that every child is a gift from God, entrusted to our care. We are committed to fostering a safe, supportive, and enriching environment where your child can grow spiritually, academically, socially, and emotionally. By working together as partners—parents, teachers, and staff—we can ensure that each student achieves their fullest potential.

I encourage you to take the time to review this handbook thoroughly and discuss its contents with your child. Open communication and mutual understanding between school and home are essential to our shared success. Should you have any questions or concerns, please do not hesitate to reach out to me or any member of our dedicated faculty and staff.

Thank you for choosing Our Lady of the Lake School for your child’s education. Your trust and support are the foundation of our school’s mission, and we are deeply grateful for your partnership. Together, let us look forward to a year filled with growth, discovery, and the joy of learning!

With faith and gratitude,

Thomas Conroy

Principal

Our Lady of the Lake School

# Brief History of Our Lady of the Lake School

Founded in 1924, we provide a personalized education for children from Pre-K through Grade 8. Our nationally recognized academic program is enhanced by enrichment opportunities including Art, Music, Spanish, Physical Education, and Library Science.

Our Lady of the Lake (OLL) is the school that families choose when they seek “something more” from an education experience — beyond a stringent curriculum and relentless testing. We are the perfect fit for student who want to be academically challenged while also being encouraged to build relationships with their teachers, faith, peers, community, and the world at large. Our unique environment allows students to receive personalized, one-on-one experiences that foster academic, spiritual, and social growth.

In 2011, OLL received the prestigious Blue-Ribbon School Award from the U.S. Department of Education. This award was based on high academic achievement in reading and mathematics on standardized test over a five-year period. OLL students scored in the top 15% of students nationwide and met multiple other criteria to achieve this distinction. Working together, parents, teachers, staff, administration, and parish community leaders continue to nurture students to reach their full potential.

Our Lady of the Lake School, serving students from Pre-K through Grade 8, is accredited by the Middle States Commission on Elementary Schools We remain committed to advancing the quality of education while upholding our responsibilities to the community and the profession of education.

While we are proud to be a National Blue-Ribbon School of Excellence and to rank among the top 15% of schools nationwide in reading and math, we are best known for building character and brightening minds, one child at a time.

# Disclosures

**PURPOSE AND USE OF THE HANDBOOK**

This Handbook exists to foster the efficient operation of Our Lady of the Lake School. To meet this objective, the School Administration is given flexibility and the ability to exercise discretion. In appropriate circumstances, the principal has the discretion to take actions other than those specified in the Handbook. This Handbook is not intended and should not be considered to create any additional rights for students or parents/guardians.

**AMENDMENTS TO HANDBOOK**

This Handbook is subject to change at any time when determined to be necessary by the School Administration. If changes are made to the Handbook, parents/guardians will be notified promptly.

**OUR LADY OF THE LAKE SCHOOL ADVISORY BOARD**

The Advisory Board is appointed by the Archbishop in accordance with Archdiocesan policy to assist the principal in achieving the mission of the school.

**CONTINUANCE AT OUR LADY OF THE LAKE SCHOOL**

Fulfillment of school requirements in the field of academic subjects and disciplinary areas, together with cooperation in all areas, is expected. An atmosphere of concern, respect, and charitable attitude between school and home is expected. The fulfillment of all financial responsibilities is required.

# Statements, Beliefs, Philosophy, PGC, and Advisory Board

**MISSION STATEMENT**

Our Lady of the Lake School is committed to the Word of God through living out the Good News of Jesus Christ. A supportive educational team of students, staff, parents and community aims at providing a creative Christian learning environment. An emphasis is placed on developing students’ individual abilities, promoting social awareness, and encouraging them to become responsible contributing members of church and society.

**BELIEF STATEMENT**

* Each child is an individual created in the image and likeness of God.
* All children have the right to learn in a nurturing and safe environment.
* Quality education must focus on students as individuals and thus foster their individual talents and address their learning styles.
* When education has a moral component, it fosters personal accountability and compassionate members of church, community, and society.
* Mutual respect is strengthened through communal experience and the celebration of cultural diversity.
* The message of Christ is key to a peaceful world.

**PHILOSOPHY OF OUR LADY OF THE LAKE**

Our Lady of the Lake Catholic School offers to its students the message of Jesus Christ. The school endeavors to provide the students with the intellectual and moral background which will enable them to make a positive contribution to the global society in which they live. Teachers, working together, provide a student-centered environment from which flow mutual respect and a sense of personal responsibility and fulfillment. The parents are regarded as partners in the learning process and share a working relationship with the administration and faculty. Our Lady of the Lake School follows the curriculum determined by the Archdiocese of Newark. The faculty reviews, revises, and modifies teaching techniques and curriculum to accommodate the ever-changing and varying needs of the students. The school strives to achieve a balance of scholastic, social, personal, artistic and physical programs and activities. The spirit of inquiry, intellectual achievement, the desire to learn and create and the never-ending search for wisdom are the credible goals which Our Lady of the Lake endeavors to secure.

**PROTECTING GOD’S CHILDREN (PGC)**

The Archdiocese of Newark and Our Lady of the Lake School comply with The Dallas Charter for the Protection of Children and Young People. All adults working with children must complete “Protecting God’s Children” training and must abide by the guidelines set forth by the Archdiocese of Newark and Our Lady of the Lake School. This includes completing a Volunteer Application, a background check, and signing the Code of Ethics.

# General Procedural Information

**ADMISSIONS**

1. ADMISSIONS OF STUDENTS (Our Lady of the Lake School gives preference to)
   * Students who have been enrolled in the Preschool Program.
   * Registered parishioners of Our Lady of the lake Parish who currently have siblings in the School.
   * Catholic students registered in parishes other than Lake Parish who currently have no siblings in the school.
   * Catholic students registered in parishes other than Our Lady of the Lake Parish who currently have siblings in the school.
   * **Non-Catholic students** 
     + In the event that Our Lady of the Lake maintains a waiting list, it will be for one academic year only. Registration is required for the succeeding academic year.
2. TECHINICAL REQUIREMENTS FOR ADMISSION
   * Age:
     + A birth certificate must be submitted for proof of age.
     + A Kindergarten child must be **five years old on or before October 1st**.
     + A Pre-K three-year-old child must be **three years old on or before October 1st**.
     + A Pre-K four-year-old child must be **four years old on or before October 1st**.
3. IMMUNIZATION REQUIREMENTS
   * As per the policy of the Archdiocese of Newark, religious exemptions for immunizations are not granted in schools under its direction. While the applicable statute provides that religiously affiliated schools or childcare centers have the authority to grant or withhold such exemptions without interference from secular health authorities, the **Archdiocese of Newark has chosen to uphold immunization requirements uniformly across all its institutions**.

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| **DISEASE(S)** | **MEETS IMMUNIZATION REQUIREMENTS** |
| DTaP | (AGE 1-6 YEARS) 4 doses, with one dose given on or after the 4th birthday, OR any 5doses. (AGE 7-9 YEARS): 3 doses of Td or any previously administered combination of DTP, DTaP, and DT to equal 3 doses. |
| Tdap | GRADE 6 (or comparable age level for special education programs): 1 dose. |
| POLIO | (AGE 1-6 YEARS): 3-doses, with one dose given on or after the 4th birthday, OR any 4 doses. (AGE 7 or OLDER): Any 3 doses. |
| MEASLES | If born before 1-1-90, 1 dose of a live Measles-containing vaccine. If born on or after 1-1 -90, 2 doses of a live Measles- containing vaccine. If entering a college or university after 9- 1- 95 and previously unvaccinated, 2doses of a live Measles-containing vaccine. |
| RUBELLA and MUMPS | 1 dose of live Mumps-containing vaccine. 1 dose of live Rubella-containing vaccine. |
| VARICELLA | 1 dose on or after first birthday. |
| HAEMOPHILIS B (Hib) | (AGE 2-11 MONTHS) (1): 2 doses (AGE 12-59 MONTHS) (2): 1 dose. |

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| HEPATITIS B | (K-GRADE 12): 3 doses or 2 doses (1). |
| PNEUMOCOCCAL | (AGE 2-11 MONTHS) (1): 2 doses (AGE 12-59 MONTHS) (2): 1 dose. |
| MENINGOCOCCAL | (Entering GRADE 6 (or comparable age level for Special Ed programs): 1 dose (1) (Entering a four-year college or University, previously unvaccinated and residing in a campus dormitory): 1 dose (2). |
| INFLUENZA | (AGES 6-59 MONTHS): 1 dose ANNUALLY. |

* + ***An Applicant whose immunizations record is incomplete will not be admitted.***

1. HEALTH REQUIREMENTS
   * Kindergarten and new students in grades 1-8 are required to have a complete physical examination signed by physician by the first day of school.
   * SPORTS - Students in Grades 6-8 who participate in school sponsored sports activities, are required to have yearly physical exams prior to the start of the sports season.
2. TESTING
   * Should Our Lady of the Lake School deem it necessary, testing will take place prior to acceptance.
3. CATHOLIC APPLICANTS
   * A Baptismal Certificate and verification of the reception of any additional sacraments is required.
4. TRANSFER STUDENTS
   * Transfer notification from most recent previous school.
   * Report card and standardized testing results from most recent previous school.
   * Interview with parent/guardian and student.
   * Financial Obligations:
     + Tuition deposit is mandatory.
     + Tuition/Fees from any previous school must be satisfied.

**ATTENDANCE**

1. ATTENDANCE STATEMENT

Prompt regular attendance is absolutely essential to academic success. The parent/guardian is expected to foster these good habits in the student, both for the benefit of the student’s current academic achievement and to encourage mature adult behavior in the future. character formation and emotional security are greatly enhanced when children are present in school on a regular basis and when they arrive on time.

1. SCHOOL HOURS

**School hours are 8:10 A.M. until 2:40 p.m.** Students should be picked up promptly after attending activities/functions that extend beyond 2:40 p.m. or they should report to the aftercare program.

1. ABSENCE

* The teacher and the school office (**jgarcia@myoll.org**) are to be notified by email or by telephone *(****973-239-1160****)* **by 8:00 a.m.** when a child will not be attending school.
* Upon return, each child MUST present a written note to the home room teacher from the parent/guardian including the dates of and explaining the reason for the absence.
* Absence of **five consecutive days requires** a doctor’s note.
* Should a child be reported absent and a call has not been received, the school secretary or other employee of the school will make every reasonable effort to reach parent/guardian by phone to verify the legitimacy of the absence. These procedures represent a mutual effort to account for the presence of the student during school hours.

1. EXCESSIVE ABSENCE

Should excessive absence result in poor academic performance, or is a manifestation of a lack of commitment to the education process, or demonstrates other difficulties, a decision may be made regarding promotion, withdrawal, etc. by the Administration. If a student is absent more than 9 days in a trimester without medical notes, the consequences will be a drop-in grade.

1. TARDINESS/LATENESS

Students are expected to arrive on time for school. **A student is considered late if he/she is not in the homeroom by 8:10 a.m.** A student who arrives after the attendance has been forwarded to the office must report to the office to get a late slip, which is to be given to the homeroom teacher. Where frequent tardiness exists, the principal/teacher will confer with the parents//guardian in order to correct the abuse. Detention will be given for repeated tardiness.

1. SUPERVISION

The School’s responsibility for supervision of students begins at **8:00 a.m.** and ends at **2:40 p.m.** For children properly enrolled in the Before Care Program, supervision begins at **7:35 a.m.** and ends at **8:00 a.m.** when the children go to their classrooms for regular supervision.

1. ABSENCE FROM SCHOOL AND PARTICIPATION IN SCHOOL ACTIVITES
   * **If a student is absent from school because of illness or disciplinary action, he/she will not be permitted to take part in extracurricular or athletic activities that afternoon or evening.**
   * Students must participate in physical education classes as scheduled unless a written excuse is provided by a physician and submitted to the principal.
   * If a student is absent from school for a reason other than illness or disciplinary action, the School reserves the right to make an individual judgment regarding same day extracurricular and athletic participation.
2. FAMILY VACATIONS

Parents/Guardians who wish to take their child out of school for vacation or family matters should discuss the child’s progress with the principal and teacher. This practice is generally discouraged; however, the primary obligation rests with the parent/guardian. Upon return, the student will be expected to make up all tests and work missed during that period of absence. Teachers are not expected to give assignments for children to take on vacation. The principal and classroom/homeroom teacher must be notified in writing before the time of non-attendance.

1. TRUANCY

A student who deliberately avoids coming to school, contrary to the wishes of his/her parent/guardian, is considered truant. Habitual truancy will be reported to the attendance. Officer of the child’s district of residence. A chronically truant student will be subject to discipline.

1. EARLY DISMISSAL, EMERGENCY CLOSING, CANCELLATION OF SCHOOL, DELAYED OPENINGS
   * Unplanned emergency early dismissals - Parents/guardians will be notified by **email and School Messenger**. Phone numbers and email addresses should be kept updated and phones “on” to receive messages.
   * Planned early dismissals and closings will be noted on the yearly calendar/monthly calendar.
   * Unplanned emergency closing - Parents/guardians will be notified by School Messenger and when possible a written notice.
   * Late Openings/Cancellation of School - announcements of delayed openings and cancellations of school during inclement weather will be initiated by School Messenger.
   * Delayed opening hours are K-8: 10:00 a.m. - 2:40 p.m., and Pre-K: 10:00 a.m. - noon. Our Lady of the Lake School usually follows the Verona Public School schedule for inclement weather. **Students should arrive by 9:55 a.m.**
   * Virtual school days may be utilized in grades K - 8 on inclement weather days or for other unforeseen closings.
2. EARLY RELEASE
   * A student who leaves school during the day because of sickness, appointments, or for any other reason, must be called to the school office and met by the parent or authorized person. No student shall be sent home or leave for any reason without the knowledge of the principal. The parent or authorized person will write his/her name in a book provided for this purpose.
   * A written note should be emailed/sent to the school office and homeroom teacher from the parent/guardian explaining the reason for early release. Early dismissal is not to the child’s advantage and should be avoided whenever possible. Attendance will be affected if at least four hours have not been spent in school. Doctor’s appointments should be scheduled after school hours.

**COMMUNICATIONS**

1. APPOINTMENTS WITH SCHOOL PERSONNEL
   * Parents/guardians who wish to meet with the principal, a teacher, or a member of the school staff must contact the teacher or office to arrange a mutually convenient meeting time. For the sake of good order at Our Lady of the Lake, parents/guardians should not approach staff members during the school day without arranging an appointment beforehand including lunch and/or dismissal times.
   * Staff members who wish to communicate with the parents of a student may do so by school phone or school email, letter, or at a mutually convenient appointment. Teachers will not schedule an appointment at times that could conflict with teaching or supervisory duties.
   * When appointments are made, both the parent and the staff members should be aware of the purpose of the conference so that all concerned may be appropriately prepared.
   * If an issue arises that requires a note, the student should present the note before the start of the school day.
2. REGULAR COMMUNICATIONS WITH FAMILIES

Our Lady of the Lake School will communicate with all parents/guardians via School Messenger and/or the school website at www.myoll.org. Parents should go to the website to get notices and forms and to access the most up-to-date calendar pertaining to school related activities. School Messenger will also be used for timely notices. Parents must keep their contact information current.

1. MONEY AND RETURN NOTICES

Money and return notices that are sent to school should be placed in a sealed envelope and identified with the child’s name, grade, the amount enclosed (when applicable), and the purpose.

1. HOME AND SCHOOL ASSOCIATION
   * This organization strives to form and maintain a strong partnership among faculty, children, and parents, which will furnish the necessary support to enable Our Lady of the Lake School to remain an excellent Catholic learning institution. The association seeks to promote the full and harmonious development of the whole child - spiritually, intellectually, morally, and physically.
   * All parents of Our Lady of the Lake School students are members and are urged to participate fully in this organization. Parents are expected to be actively involved in all the school functions sponsored by the group, especially in the fund-raising promotions undertaken to benefit the entire school. Parents are encouraged to use the *web-site* [***www.myoll.org***](http://www.myoll.org)***.***
   * Meetings of the Home School Association are scheduled approximately three times a year. The dates are listed on the school calendar. Parents are urged to attend these meetings so that they will come to a better understanding of the activities and policies of the school.
2. CUSTODIAL AND NON-CUSTODIAL PARENTS
   * School Records-Parental Rights to School Records
     + Our Lady of the Lake School abides by the provisions of applicable law with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, and upon request, the school will provide the non-custodial parent with access to the student’s essential academic records.
3. COURT ORDERS AFFECTING PARENTS

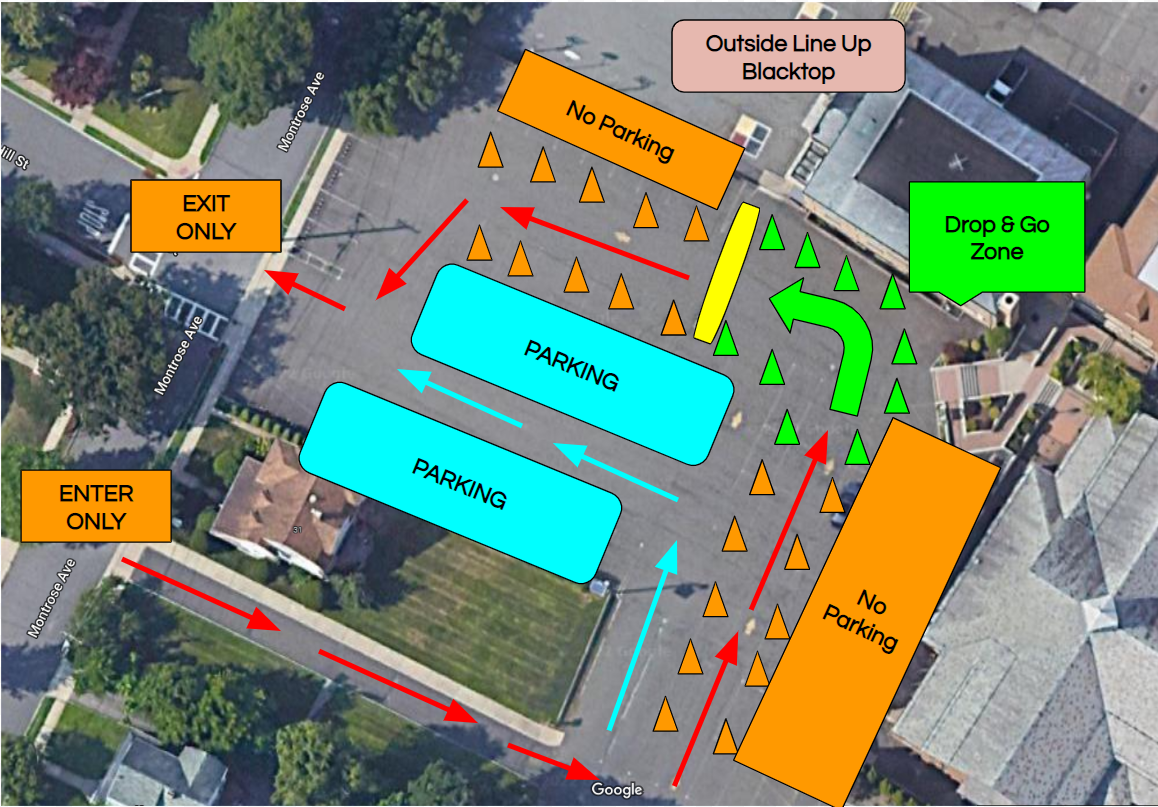
If there is a court order specifying the rights and responsibilities of individual parents, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. The custodial parent may wish to supply the principal with the “custody section” of the divorce decree if it contains information which may be useful to the school in fulfilling its obligations.

**ACADEMICS**

1. CURRICULUM
   * The major subjects offered at Our Lady of the Lake School include: Religion, Language Arts, Reading, Phonics, Spelling, Mathematics, Science, and Social Studies. Minor subjects include: Art, Music, Computers (K-4), Physical Education, Library (K-4), and Spanish.
   * Remediation Services are provided through the Essex County Educational Services Commission.
   * It is expected that students will successfully complete the designated courses for promotion.
2. RELIGIOUS EDUCATION AND RELIGIOUS SERVICES
   * Since the Catholic School provides the atmosphere for living the faith in its local environment, formal religious studies are an integral part of the curriculum. All students are required to take religion class. The school day and lunch periods begin and end with prayer and it is expected that all students be reverent during prayer time.
   * Provisions are made for school liturgies, liturgical celebrations, retreat days, and other seasonal activities.
   * The core of our religious values comes in the daily teaching of the Word of God designed to guide each child in a meaningful exchange in the day-to-day living of the Christian life. Parents/guardians are challenged to live a full Christian life by example, encouragement, love, and understanding.
   * ***The non-Catholic student is welcome at Our Lady of the Lake School. The non- Catholic student is expected to understand and agree that the school exists to educate in the framework of Catholic values. Non-Catholic students must participate in the Religion Classes and Liturgical Services scheduled during the school year.***
3. HOMEWORK
   * Homework is given as reinforcement of skills learned in school. It is aimed at being a benefit to the students. It is important that all students develop the habit of doing homework carefully and completely. Homework sheets/notebooks and assignment pads are to be monitored daily by parents/guardians.
   * If a child is absent yet well enough to do make-up work, the procedure is as follows:
     + If it is a one-day absence, assignments should be obtained the following day.
     + If a child is to be absent for more than one day, a call to request homework should be made or a note sent to the school office by noon, specifying the approximate number of days the child is expected to be absent.
     + Assignments and books may be picked up in the school office at the end of the school day that the request was made or the next morning.
   * Suggested Tips
     + Set a definite time and place for home study.
     + Homework is the child’s responsibility and must be completed on time.
     + Encourage good work and show enthusiasm for accomplishments.
     + Stress neatness and accuracy.
     + Check on long-term assignments such as projects and book reports.
     + Basic to all successful homework is the attitude of parents toward the child, toward his/her education and towards teachers working with a child.
   * Since students concentrate, work and learn at different rates and since assignments vary in difficulty, the following homework time allotments of the various grade levels are offered as suggested guides:
     + Kindergarten as needed
     + Grade 1 approximately 20 minutes
     + Grade 4 - 5 approximately 45 minutes
     + Grade 4 - 5 approximately 45 minutes
   * Study and reading homework assignments are as essential as written assignments in fulfilling homework obligations. Additionally, class notes should be reviewed daily. Time should be set aside for long-term assignments, for example book reports, research papers and projects. Parents/guardians are asked to support the teacher regarding various rules and directions concerning assignments.
4. STUDENT STATUS
   * Student progress will be available via Power School which may be accessed via the Power School website. It is suggested that Power School be checked every two weeks for students in grades 4-8. Report Cards for grades K-3 are distributed three times a year and are available on Power School for grades 4-8. The dates appear on the monthly calendar. Parents/guardians are asked to review and discuss the report card with their child. The report card envelope is to be signed and returned to school. Kindergarten reports will be distributed in January and June.
   * Parents/guardians are encouraged to contact the school whenever there is a question, a need for explanation or a problem area that they would like to discuss. Often such contact can prove to be most helpful in understanding, calling attention to or working toward a satisfactory conclusion to various concerns. Conferences also provide opportunities for communication among parents, children and teachers.
   * NJHS – National Junior Honor Society – Students in Grades 7 and 8 who meet the requirements of Our Lady of the Lake’s NJHS are eligible for admission into the Honor Society. Students qualify based on academic achievement, effort, 15 hours of school service, and involvement in at least one school extracurricular activity. A cumulative average of 94% must be attained in the grades 6-8 major subjects. Personal Development grades and attendance also affect a student’s eligibility for membership. Special subject areas must be at least B or S (Satisfactory). Attendance at school is also considered. Student academic records will be reviewed before of the close of the 1st trimester for Grade 8 students and in the spring for grade 7 and 8. The NJHS induction will be held once per year in the spring for students who qualified in the fall and in the spring.
   * Retention - The decision to retain a student in a particular grade will be based on an evaluation of the child’s progress during the academic year. The principal and teacher will confer with the parents when the possibility of retaining a child becomes evident.
5. HONOR ROLL
   * Principal’s List: (Grades 5 – 8) To be eligible, a student must meet the following criteria:
     + Maintain an 97% or higher in all academic areas and sub-headings of Religion, Reading, Language Arts, Spelling, Math, Social Studies, and Science.
     + Have all O’s or S’s in Cultural Development (Music, Art, Language, Physical Education).
     + Have NO “U” in Personal Development (i.e. behavior, obey school rules in the classroom, hallways, cafeteria and playground).
     + No more than three (3) consecutive or five (5) total unexcused absences in a Marking period.
     + Have no more than two (2) unexcused tardiness slips in a marking period.
       - First Honors: (Grades 5 – 8) Awarded to a student who has 94% - 96% in all major subject areas and achieved the criteria stated in under Principal’s List.
       - Second Honors: (Grades 5 – 8) Awarded to a student who has 90% - 93% in all major subject areas and achieved the criteria stated in under Principal’s List.
   * Graduation - Grade 8
     + Recognition of the achievement of graduates is most appropriately carried out through the granting of the official Archdiocesan Diploma. This takes place in a simple ceremony.
     + Graduation requirements include:
       - Fulfillment of all academic requirements.
       - Fulfillment of financial obligations.
6. GRADING
   * Grades 4 - 8 Code
     + A+ (97-100) C+ (78-82)
     + A (92-96) C (73-77) S Satisfactory
     + B+ (88-91) D (70-72) I Improvement Needed
     + B (83-87) U Below 70 U Unsatisfactory
   * Grades 1 - 3 Code
     + E - Exceeds (High Understanding)
     + S – Secure (Understanding Demonstrated)
     + D – Developing (Growth Demonstrated)
     + B – Beginning (Beginning Stages)
     + N – Not Yet Performing (Assistance Required)
7. RECORDS AND TRANSCRIPTS
   * Viewing records: a parent/guardian has the right to view his/her child’s a) academic record, b) academic standardized test results, c) health records, and d) emergency sheet (emergency phone numbers, etc.). These records will be made available upon written request.
   * Government records: Records attached to publicly funded services provided through the Local Board of Education such as Child Study Team Reviews, Comp Ed, Speech, ESL, etc. are the property of the School Board. Transcripts: Transcripts of academic and health records will not be given directly to the parent/guardian in the event of a transfer. A request for transfer must be submitted in written form by a parent/guardian. Transcripts will be sent directly from school to school when Our Lady of the Lake School receives an official written request from the receiving school. If the parent/guardian does not submit a request for transfer that includes an authorization to send a transcript, the receiving school must secure permission from the parent/guardian to request the transcripts from the “sending school”. Records or transcripts will not be released until all financial obligations are met.

**ARRIVAL AND DISMISSAL PROCEDURE**

1. Arrival and Dismissal
   * Morning supervision begins at 8:00 a.m. Students in grades K – 3 will enter through the Main Entrance and Lin-up in the Gym. Students in grades 4-8 will meet in the Montrose playground area. At 8:00 a.m. children in grades 4-8 may go directly into the building. Children who arrive after 8:10 A.M. are late. During inclement weather the children are to proceed directly into their respective buildings. It is not necessary for children to be accompanied by an adult.
   * Pick-up from School (Permitted Designee)
     + The school will permit only the custodial parent, or his/her designee, to pick up the child during or at the end of the school day. The non-custodial parent will not be permitted to remove the child from school during or at the end of the school day unless there is written authorization from the custodial parent. In an emergency, a clearly defined one-time telephone authorization may be acceptable.
2. Drop Off and Pick Zone
   * The Drop Off Zone area is designated by cones
   * All cars should pull up to the first available space
   * Drivers should not get out of their cars in this area
   * Children should exit the car on the passenger side only and be prepared to exit as soon as the car stops.
   * In the afternoon parents should arrive a few minutes prior to dismissal. **Cars are to be parked in the lot behind the Church.** Cars should not be parked close to the exits or near the building where children are being dismissed. Only the designated parking spaces should be used. Parents of children who are in Kindergarten through Grade 4 must park their cars, meet their children in the playground, and escort them to their parked cars. All are urged to keep the pathway to the parking lot clear. Adults standing in the crosswalk block the view of approaching pedestrians. ***Parents should not drive into or park in the lot behind the convent, nor should children be picked up in the street*.** Safety calls for courtesy and patience.
     + The visual map is located on page 17.

Designated Drop Off and Pick Up Zones.

\*Please be patient and courteous for the safety of all pedestrians.

**SAFETY PROCEDURES**

1. Fire Drill

Fire Drills are held on a regular basis. Teachers review fire drill procedures and practice these procedures with each class.

1. Crisis Management Plan

A Crisis Management Plan is in place if there should be an emergency in the school or surrounding area. The teachers will review and practice the prescribed procedure with the children.

1. Animals on School Grounds

**\*Animals should not be brought into or near the parking lot/playground area at any time. Some children are fearful and/or allergic. No animals are permitted inside the building except for Service Animals. The owner will have to provide documentation of the assignment as a Service Animal.**

1. Compliance with Law
   * Suspected Child Abuse or Neglect: New Jersey State law requires that any person who has reasonable cause to believe that a child may have been subjected to abuse or neglect must make a report to the New Jersey Division of Youth and Family Services.
   * Asbestos Management Plan: The School’s Asbestos Management Plan is on file in the school office, as required by the Federal Asbestos Hazard Emergency Response Act (AHERA). This document is available for examination upon request.
   * Annual Integrated Pest Management Notice: An Integrated Pest Management Plan is in effect at Our Lady of the Lake School. Yearly notices will be sent out to all at O.L.L.

**DRESS CODE**

1. School Dress Code
   * As part of the value education in the Catholic school and because of its distinctive nature, attention should be given to proper dress and attire. Student attire requires that students always be in full uniforms. The purpose of our uniform code is to minimize the emphasis on fashion trends and unnecessary competition during the school day. While we expect our students to dress with dignity and pride, we do not want this to become a focal point of their day.
     + GIRLS: No make-up, dangling earrings, excessive jewelry.
     + BOYS: No earrings, trendy hair styles, long hair or facial hair.
   * Uniforms

The school uniform, purchased through the Flynn O’Hara Uniform Company (973-882-0833), is mandatory for all students in grades K-8. ***Pre K3/PreK 4 is optional.***

* + - COLD WEATHER UNIFORMS November – April.
      * Boys: Grades K-4: Navy trousers, white knit shirt with school logo, and dark belt.
      * Boys: Grades 5-8: Navy trousers, white shirt (long or short sleeve), plaid tie, grey sweater vest, and dark belt.
      * Girls: Grades K-3: Blue plaid jumper, white blouse (long or short sleeve), navy or white socks, or navy tights and a navy sweater when necessary.
      * Grades 5-8: Uniform skirts should be knee length, white blouse (long or short sleeve), grey sweater vest and navy or white knee socks, or navy tights.
      * Navy slacks are available for girls in grades 5-8.
      * Girls may wear the school sweatpants under the uniform for outside activities.
    - SHOES: ALL GRADES
      * Shoes are to be non-skid in black, navy, or brown. The heel should be no higher than one inch. Sandals, high heels, work boots are not permitted. (Boots are not to be worn in classes during inclement weather).
    - FALL SPRING UNIFORM (SEPT./OCT. – MAY/JUNE)
      * The Fall/Spring uniform may be worn during the months of September, October, May, and June.
      * It consists of blue shorts and a white knit shirt with the school logo. The shirt may be worn with the long blue uniform trousers or the plaid skirt.
      * Sneakers (predominantly white, blue, or black) with white socks may be worn with the uniform.
    - PHYSCIAL EDUCATION UNIFORM
      * This uniform may be worn on Physical Education days.
      * Warm weather Sneakers (predominantly white, blue, or black).
      * Navy shorts and blue tee shirt with the school logo. (cold weather)
      * Sneakers (predominantly white, blue, or black).
      * Navy blue sweatshirt and pants (school logo only).
      * OLL physical education T-shirt must be worn under sweatshirt.
        1. *Students who are not prepared for physical education will not be allowed to participate on that day.*
    - SPIRIT WEAR

Our Lady of the Lake School Spirit Wear and basketball uniforms may be worn on dress down/P.E. days only. The Our Lady of the Lake School blue tee shirt should be worn under the basketball top. Hoods on sweatshirts are NOT to be up during school hours.

* + - ACCESSORY ITEMS
      * *Please Note:*
        1. Variations on the uniform code are not permitted.
        2. It is expected that all uniforms be in a presentable condition.
        3. Shoes should be cleaned and polished.
        4. Hair must be neat, clean, and groomed.
    - NON-UNIFORM DAYS

On days that the students are not required to wear the school uniform it is essential that appropriate attire be worn. Tops should be crew like, with sleeves and extend below the waist. Skirts and shorts should not be shorter than 2” above the knee. Inappropriate sayings and symbols are not acceptable. When sneakers are not required, footwear should be sensible to avoid accidents. No spandex, leggings or tight clothing.

# **School Policies**

1. NON DISCRMINATION POLICY

Our Lady of the Lake School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students of the School. Our Lady of the Lake School does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

1. GENERAL DISIPLINE POLICY

A spirit of Christ-like charity, respect for authority, and mutual cooperation are essential elements of the learning environment at Our Lady of the Lake School. Students are expected to act with courtesy and respect toward one another and toward all members of the staff. They must take seriously their obligation to develop lifetime habits of self-control and concern for the well-being of others. Home and school will work together to help students to learn and live the qualities of responsible behavior and the elements of good citizenship. A student who chooses to disrupt the good order of the school or to violate a policy or regulation will have to accept the consequences of those irresponsible choices. Appropriate

discipline is within the discretion of the principal. Accountability for uncooperative, disruptive, or unsafe behavior may take any of the following forms:

* + - * Misconduct referral or warnings
      * Punishment assignments
      * Denial of privileges
      * Detention
      * In-school suspension
      * Out-of-school suspension
      * Expulsion

Actions which violate the law, threaten or cause harm to other students or staff members, disrupt or impede the welfare and progress of the school community or bring discredit to the school will not be tolerated. Such actions or other severe violations of school rules may result in immediate expulsion. If a student persists in violating basic obligations of courtesy, consideration, respect, cooperation or safety, a counseling, consultation and corrective action plan will be viewed as positive home-school efforts to help the student improve behavior. If these cooperative efforts of parent/guardian and school staff prove ineffective, the student will be subject to expulsion. The administration reserves the right to discipline students for off-campus conduct, including student threats and defamatory statements conveyed through email, blogging, web sites and untruthful statements made about staff and other students. Deliberate defamation of others is not consistent with Christian values and students will be held responsible for intentional harm caused to others.

* + At Our Lady of the Lake School we attempt to:
    - Assist students to develop respect for themselves and others.
    - Instill in the students a sense of Christian behavior and respect for authority develop in students a sense of awareness and sensitivity toward others.
    - Teach students to accept responsibilities in their lives assist students to realize that regulations are a necessary part of life.

1. DETENTION POLICY (TERMS)
   * Failure to comply with dress code
   * Unexcused tardiness more than twice during a marking period
   * Disrupting class
   * Lack of courtesy
   * Disrespectful language/behavior
   * Being in an unauthorized area
   * Gum chewing
   * Incomplete or poorly completed assignments/tests
   * Lack of materials needed
   * Failure to submit homework for a third time (and each time thereafter) per semester per subject. This may also affect a student’s grade in that subject.
   * Incomplete or incorrect uniform
2. BEHAVIOR POLICY (TERMS)
   * Bullying including cyber bullying
   * Cheating
   * Based on severity of situation, rudeness, defiance, disrespect
   * Smoking in buildings or on the grounds
   * Possession of matches, alcohol, drugs, or weapons
   * Physical violence against teachers or students
   * Stealing
   * Vandalism
   * Truancy or cutting class
   * Based on severity disrespect for the rights and property of others, including the right to learn.
   * Profanity and obscenity
   * Disregard for the guidelines stated in the Parent-Student Handbook.
   * Defamation of others
   * Misuse of technology
   * Non-School Related Items: Electronic games/devices, magazines, toys, gadgets of any kind should not be brought into school without specific permission. Items of this nature will be confiscated and kept in the office until the end of the school year.
3. ADMINISTRATION OF MEDICATION POLICY
   * Our Lady of the Lake School strongly discourages the administration of either prescription or non-prescription medication in school or on field trips. However, if it is absolutely essential that a student receive medication while under school supervision, the following procedures apply:
   * A parent/guardian should come to the school and personally administer the medication (the Administration must be aware of this in advance).
   * If this arrangement is not possible, in extraordinary cases the school Nurse may administer the medication under the following conditions:
     + The medication must be given to the school nurse, or principal by the parent/guardian.
     + The medication must be in the original pharmacy-labeled container.
     + The parent/guardian and the student’s physician must complete and sign an
     + “Authorization to Administer Medication in School” form. This form is available from the school.
   * Students will be permitted to self-administer medication only for life-threatening illnesses or conditions. The parent/guardian must schedule a conference with the school Nurse to discuss in detail the need for the medication. The parent/guardian and the student’s physician must complete and sign an “Authorization for Self-Administration of Medication in School” form. This form is available from the School. Guidelines from the school nurse are on the school website. Parents/Guardians should familiarize themselves with these guidelines.
4. HEALTH SERVICES POLICY
   * Whenever the school nurse is present, she is responsible for first aid. If the nurse or parent volunteer is not on duty, an injured or sick child is sent to the office.
   * When a child becomes ill or is seriously injured at school, the parent/guardian will be notified. No child may be sent home by himself/herself. The parent/guardian must come into the building and sign the child out.
   * Among the services provided by the nurse are vision, hearing and scoliosis screening.
   * Emergency telephone numbers are to be kept current. Please notify the school immediately of any change of numbers.
     + AED – An Automated External Defibrillator is located on the west wall of the school gym. In compliance with federal law Our Lady of the Lake School establishes a wellness policy that promotes student health and contributes to the reduction of childhood obesity. The components of the wellness policy include nutrition education and physical education aimed at encouraging lifelong habits of healthy eating and physical activity.
5. APPORPRIATE INTERNET USE POLICY
   * Computer technology is an integral component of today’s education. The Internet is a vast resource that enables students to access thousands of files of information. While access is free, it is also a privilege. After reading the guidelines below with your children the signature of a parent/guardian is required before access to the Internet is permitted. Students will be responsible to reimburse the school for any damages to computers or equipment. The school is in compliance with CIPA (Child Internet Protection Act).
   * Responsible Internet Use
     + Conducting research for school-based projects
     + Exploring computer systems
     + Displaying a high level of computer ethics and etiquette
     + Reporting to the teacher any offensive e-mail, websites, etc.
   * Inappropriate Internet Use
     + Sending and receiving materials that are obscene or offensive
     + Employing the network for illegal or commercial purposes
     + Using abusive or profane language
     + Electronic vandalism of equipment or software
     + Unauthorized participation in chat rooms, social networking, instant messaging, etc.
     + Copyright infringement and plagiarism
     + Downloading files to school computers without authorization
     + Unauthorized use of the internet
     + Cyber bullying or harassment
   * Consequences
     + Consequences will be consistent with the General Discipline Policy as stated in the Parent-Student Handbook.
     + Violations will result in the loss of computer privileges for a time to be determined by the principal.
     + When applicable, law enforcement agencies may be involved.
6. ACCEPTABLE USE OF SOCIAL MEDIA FOR PARENTS, GUARDIANS, STAFF, AND STUDENT POLICY
   * Excellence in the Christian education and formation of our students demands a Christian spirit of collaboration between parents and school staff. The social media policy serves to protect the Christian dignity of every student and teacher from the damaging effects of negative social media posts.
   * Parents or guardians should make complaints through official school channels rather than posting complaints on social networking sites.
   * Parents and guardians are to immediately bring any social media policy violations or concerns to school officials. Responding in kind to uncharitable communications through social media channels e.g., Facebook, merely perpetuates divisiveness.
   * School officials will not mediate social media issues between students or parents unless it directly affects the school.
     + The School considers the following examples to be inappropriate uses of social networking sites. (This list is non-exhaustive and intended to provide examples only):
       - Making allegations about staff or pupils at the School/cyber-bullying.
       - Making complaints about the School/staff at the School.
       - Making defamatory statements about the School or staff at the School.
       - Posting negative/offensive comments about specific pupils/staff at the School.
   * Parents should also ensure that their children are not using social networking/internet sites in an inappropriate manner. It is expected that parents/guardians explain to their children what is acceptable to post online. Parents/guardians are also expected to monitor their children’s online activity, including their use of social media. Once a post is brought to the attention of the principal and meets one or more of the criteria set forth, the principal with contact the originator.
   * The principal or pastor will explain why the post is deemed inappropriate and request that the offending post be taken down or retracted if necessary. Refusal to abide by or violation of this policy could lead to appropriate measures being taken, including legal action and/or removal of students from Our Lady of the Lake School.
7. BULLYING POLICY

Our Lady of the Lake Catholic School recognizes that all students require a safe and civil environment in order to learn and achieve their maximum potential. Therefore, behavior including bullying, harassment and intimidation are prohibited any time at school or at school sponsored activities.

* + Definition of Terms
    - Harassment, intimidation, or bullying means any gesture or written, verbal, or physical act that is motivated by any actual or perceived characteristic such as race, color, religion, ancestry, national origin, sexual orientation, or a mental, physical, or sensory disability.
    - Intimidation is defined as one or more persons exerting power or control over another.
    - Harassment occurs when one person(s) makes repeated verbal, written or physical contact with another person who does not want this conduct.
    - Bullying is a particular type of harassment that generally involves some force, whether overt or subtle. Exclusion is considered to be a form of bullying since by ignoring or excluding an individual from group activity, the bully demonstrates his or her force of power. Bullying is an intentional cruel incident, designed to take another child feel uncomfortable, insecure, or threatened. It is deliberate,
    - hurtful, and repeated over a period of time. It is not justified and is not excusable as “just teasing” or “kids being kids”. It is non-Christian, disrupts the orderly operation of the school and impacts school climate.
  + Types of Bullying
    - Specific types of bullying may include, but are not limited to:
      * EMOTIONAL: Being deliberately unkind, excluding, demeaning, or tormenting. Ex. Forcing another student to be left out of a game or activity, passing notes, making fun of a victim, or making threatening faces or gestures.
      * PHYSICAL: Pushing, hitting, kicking, tripping, punching, biting, or using any kind of violence against another.
      * VERBAL: Name calling, ridiculing, or using words to attack, threaten, demean or insult. Ex: spreading rumors, making fun of another’s appearance, mannerisms, or intelligence, using slurs or playing unkind pranks.
      * CYBER BULLING: the use of any type of electronic media to perpetrate verbal or emotional bullying. Ex: Insulting text messages, e-mails, Facebook entries, etc.
      * Bullying instances may fall into more than one category.
  + BEHAVIOR EXPECTED OF STUDENTS
    - Students at Our Lady of the Lake School are expected to follow the discipline code as found in the Parent/ Student Handbook which is on-line and updated annually. Christian courtesy and respect toward one another and the staff are expected. School and home will work together to instill habits of self-control, personal responsibility, and concern for the wellbeing of others.

1. RIGHTS AND RESPONSIBILTIES
   * All students have the right to learn in a safe and supportive environment.
   * It is expected that a student will not knowingly exclude other students or cause other students social, physical or emotional harm.
   * All students are expected to show support for a student who is a target of bullying or harassment.
   * Students are expected to aid victims and to report incidents to faculty/staff.
   * Retaliation against a student who reports a bullying incident is prohibited and subject to disciplinary actions up to and including expulsion.
   * Students who knowingly make a false accusation of bullying or intimidation are subject to disciplinary actions up to and including expulsion.
   * Faculty / staff members are expected to address incidents that involve bullying and harassment as soon as they become aware of such.
   * Faculty, staff, and volunteers are expected to set a positive example for students.
2. CONSQUENCES OF BULLYING
   * Counseling, corrective discipline and if necessary, referred to law enforcement will be used to address bullying. This includes age appropriate interventions, restoration of a positive climate, support for those impacted by the violations and other disciplinary actions up to and including suspension and expulsion.
   * Grades 5 – 8
     + *First Offense*:
       - Students meets with principal – this will be documented
       - Parents will be notified about the meeting and incident
       - All teachers of the student will be notified about incident
       - Recess will be withheld
     + *Second Offense*:
       - Meeting with parents, student, principal and teachers – will be documented
       - Student will be given 3 one-hour detentions and denied recess for a week
     + *Third Offense*:
       - In school suspension – will be documented
       - Student will lose all privileges, i.e. – dress down days, school trips, school clubs, socials, team participation, etc.

Fourth Offense:

* + - * Recommendation for expulsion
  + Grades 1 – 4
    - *First Offense:*
      * A teacher/student conference with all parties involved to judge the validity of the complaint. If necessary, a notice to the parent/guardian, to be signed and returned to the teacher. Student must apologize.
      * *Grade 3 & 4 students – loss of recess.*
      * *Grade 1 & 2 – Time out*
    - *Second Offense:*
      * Meeting with parent/guardian, student and teachers to discuss behavior and ways to change/improve it.
      * Student will apologize in writing, and a copy must be signed by parent/guardian
      * Grades 3 & 4 – loss of recess
      * Grades 1 & 2 – Time out / loss of recess
    - *Third Offense:*
      * Meeting with parent/guardian, student, teacher and principal
      * Grades 3 & 4 – loss of recess
      * Grades 1 &2 - Time out / loss of recess
    - *Fourth Offense*:
      * In-school suspension
      * Age appropriate loss of privileges
  + Kindergarten/Pre-K
    - *First Offense*:
      * Time Out
    - *Second Offense*:
      * Loss of recess and note home
    - *Third Offense*:
      * Loss of recess and telephone conference with parents
    - *Fourth Offense:*
      * Student meets with principal. Parent conference with teacher and principal

1. BUYLLYING REPORTING PROCEDURES
   * All bullying incidents shall be reported to the adult in charge.
   * A student may verbally report an incident or leave a note in teacher’s mailbox.
   * Faculty/Staff will record all reported bullying incidents and share them with the principal.
   * Parents of both the victim and the perpetrator will be informed.
   * The bullying behavior will be investigated as soon as possible, with both sides instructed that the behavior must stop immediately.
   * Consequences of the bullying behavior will be implemented according to the stated policy.
2. BULLYING PREVENTION EDUCATION
   * Bullying prevention education will be part of health education for all students.
   * Computer curriculum will include lesson on cyber-bullying.
   * Classroom teachers will integrate designated anti-bullying curriculum to enhance student knowledge and background.
   * Age appropriate material will be available for all levels.
   * Parents will be informed as to lessons and will be given appropriate resources as they become available.

# **MISCELLANOUS**

1. ACCESS PROCEDURES
   * During the school day, immediately before and after school, all visitors to the school should report to the principal’s office and sign the book located in the hall outside the office.
   * If persons arriving at the school make inquiries for information relative to students, parents, faculty, administrators or any other phase of school operation, the principal or designated person shall be the only person to authorize response.
   * No one may go to a classroom with homework, lunches, etc. Should materials need to be delivered to a room, they must be delivered to the school office and will be given to the student/teacher at the appropriate time.
   * Parents/guardians are not to go to the classrooms in the morning or afternoon during the school day. Anyone wishing to discuss a matter with a teacher should make a mutually convenient appointment.
2. TEXTBOOK CARE
   * All textbooks should be covered. Contact paper, scotch tape, etc. must not adhere to hard covered texts. A backpack is required for all grades.
   * Should textbooks or workbooks be lost, a new book must be purchased.
   * Fines or replacement costs shall be imposed for books not kept in proper condition.
3. TELEPHONE (LAND/CELL) GUIDELINES
   * The school telephone may not be used except for emergency (permission will be given by the office staff). Phone calls may not be made for forgotten homework, gym attire, lunches, etc. or to remind a parent of pick-up time. Pick-up time should be pre-established.
   * If for some reason a student has to bring a cell phone to school, they must be turned “OFF” during school hours will be collected each morning by the homeroom teacher and returned at the end of the school day. If a student fails to turn in a cell phone in the morning, the cell phone will be confiscated and returned at the end of the day. Communication with students during the school day must be limited to emergencies only and made by either emailing the teacher or calling the school office.
4. TRANSPORTATION
   * School Bus
     + Most public-school districts do not provide a bus to Our Lady of the Lake School. Students in grades K-8, who reside in districts that provide busing may be bused by the district or be reimbursed. Students are eligible if they live more than 2.1 miles from school. Parents should check with their Local Board of Education and submit a Transportation Form through O.L.L. in the spring for the upcoming school year. Bus rules must be signed by a parent and student and returned to the office.
5. LUNCH BREAK
   * Lunch Details
     + Each student may bring his/her own lunch. Lunch should be sent with the student at the beginning of the day. All lunches should be clearly marked. Please be mindful of the environment and use recyclable materials. Plastic bags are not recyclable. Lunch deliveries from outside vendors (Doordash, Uber Eats, local business) is not permitted.
     + **FOOD ALLERGIES**
       - Some children have severe food allergies (peanuts and tree nuts). These allergies can be life-threatening and strict avoidance is the only way to prevent an allergic reaction. There are “Peanut Free” areas in the cafeteria that must be respected. Parents are requested to instruct their children to be sensitive to those with peanut allergies and other health or dietary issues. Students should wash hands after lunch especially after eating peanut butter. ***Please avoid foods with these items when sending in food for special occasions.***
6. BEFORE AND AFTER SCHOOL CARE PROGRAM
   * Our Lady of the Lake School offers a Before and After School Program for Grades K-8.
   * The Before Care Program runs from 7:35 a.m. - 8:00 a.m. and must be arranged with the school principal.
   * The After-School Program runs until 6:00 P.M. Monday through Friday on full days and some early dismissal day sessions.
     + Costs are determined annually and are not included in school tuition. Children must be picked up on time and all fees must be paid upon receipt of the bill that is distributed through ProCare.
7. PARTIES
   * In order to support our wellness policy and protect children with food allergies, individual birthdays for children in K – 8 will not be celebrated with food during school hours. Teachers in grades K – 4 will plan activities to acknowledge and celebrate birthdays on a monthly basis.
   * Party invitations for events held outside of school should be sent in the mail if the whole class is not included. This includes handing out invitations on the playground/parking lot. Please be sensitive to those not included in such events.
8. FIELD TRIPS AND SCHOOL ACTIVITIES
   * On occasion, Our Lady of the Lake School will sponsor and conduct field trips for educational enrichment of the students. No student may participate in a field trip unless a signed parent/guardian permission slip for the specific event is submitted to Our Lady of the Lake School. The school provides the permission form. School activities such as field day, assemblies, dances, socials, etc. are offered to a student to enhance the curriculum as well as the social and emotional development of students. Students should be picked up promptly at the conclusion of extra-curricular activities. Field trips and school activities are privileges afforded to students. No student has an absolute right to either. Participation is based on academic and behavioral standards.
9. EXTRA CURRICULAR ACTIVITIES
   * All notices will be on the website [*www.myoll.org*](http://www.myoll.org)*.*

Please feel free to reach out with any questions or concerns.

**OFFICE STAFF**

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| --- | --- | --- |
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**2025 – 2026 Home School Association (H.S.A.) Leadership**

|  |  |  |
| --- | --- | --- |
| **Position** | **Name** | **Email Address** |
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| 1st VP | Liz Milic | emilic1672718@gmail.com |
| 2nd VP | Brianne Livelli | briannebcba@gmail.com |
| Secretary | Molly Rosenak | molly.rosenak@gmail.com |
| Treasurer | Krisanne Rosenzweig | kreinhardt07@comcast.net |
| Co-Treasurer/Environmental | Ugo Amadi | ugoamadij@gmail.com |
| Activities Co-Chair | Jackie Globus | jackierichardson11@gmail.com |
| JoAnne Morton | jmorton1202@yahoo.com |
| Parent Co-Chairs | Ana Sciarra | anasciarra916@gmail.com |
| Nicole Sousa | nsousa19@aol.com |
| Fundraising Co-Chairs | McKenna Schray | mckennaschray@gmail.com |
| Lisa Criscuolo | l.criscuolo@njbmagazine.com |
| Hospitality Chair: | Jillian Hickson | Jillian.m.hickson@gmail.com |
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